

WHAT N.E.S. DOES NOT DO:

NES is not a substitute for the personnel office.

Personnel work embraces many activities: search for and referral of qualified workers; interviewing and selection of applicants; liaison with production departments of company; wage policies; administration and development of pension plans, incentive plans, profit-sharing plans, etc.; development and training of employees; promotion; grievance procedures; application of pertinent labour legislation; recreation; and many more.

Of these, only search for and referral of qualified workers is undertaken by NES. In a real sense, NES cannot "place" a worker in employment — it can only provide employers with a good selection. Whether or not a suitable applicant gets a job is a decision of the personnel manager. NES is not the rival of the personnel manager — it is his helmpate.

HOW TO KEEP AN EMPLOYER HAPPY

The usefulness of the personnel manager to his company is in direct proportion to the quality of the work force recruited and developed by him. Every employer wants a stable and loyal work force: Labour turnover is expensive. The less time and money the personnel manager needs to devote to hiring, the more he can devote to those activities which ensure a stable, satisfied, and productive work force... and a satisfied employer.

NES serves all employers, large and small. It covers all occupations — professional, scientific, managerial, sales and clerical, supervisory, service, industrial, skilled, semi-skilled, unskilled. It covers all

regions and thus has the organization to search for desired skills anywhere in the country.

Here is a list of some of the larger companies which work exclusively, or almost exclusively, through the National Employment Service:

Sydney Engineering and Drydock, Ltd. — Sydney, N.S.
Maritime Central Airways — Moncton, N.B.
Marven's Ltd. — Moncton, N.B.
New Brunswick International Paper Co. —
 Causapscal, P.Q.
Canadian Schenley, Ltd. — Valleyfield, P.Q.
Kimberly-Clark Canada, Ltd. — St. Hyacinthe, P.Q.
Fashion Craft Mfg., Ltd. — Victoriaville, P.Q.
General Steel Wares, Ltd. — Montreal, P.Q.
Walter M. Lowney — Montreal, P.Q.
Goodyear Tire and Rubber — Quebec City, P.Q.
General Motors of Canada, Ltd. — Oshawa, Ont.
Duplate, Canada, Ltd. — Oshawa, Ont.
Fittings, Ltd. — Oshawa, Ont.
M. Loeb Ltd. — Ottawa, Ont.
Frigidaire Products of Canada, Ltd. — Toronto, Ont.
Philips Industries, Ltd. — Toronto, Ont.
Massey-Ferguson, Ltd. — Toronto, Ont.
Canadian Acme Screw and Gear, Ltd. — Toronto, Ont.
General Steel Wares, Ltd. — London, Ont.
Kelvinator of Canada, Ltd. — London, Ont.
McCormick's, Ltd. — London, Ont.
International Harvester of Canada, Ltd. —
 Hamilton, Ont.
National Steel Car Corp., Ltd. — Hamilton, Ont.

Bridge and Tank Co. of Canada, Ltd. — Hamilton, Ont.
Ford Motor Co. of Canada, Ltd. — Windsor, Ont.
City of Fort William — Fort William, Ont.
Chapple's, Limited — Fort William, Ont.
The Day Co. of Canada, Ltd. — Fort William, Ont.
Coca-Cola, Limited — Winnipeg, Man.
Manitoba Bridge and Engineering Works, Ltd. —
 Winnipeg, Man.
City of Edmonton — Edmonton, Alta.
Burns and Co., Ltd. — Calgary, Alta.
Quaker Oats Company of Canada — Saskatoon, Sask.
Hudson Bay Co. — Saskatoon, Sask.
The Yukon Consolidated Gold Corporation —
 Dawson, Y.T.
The Western Copper Mills — New Westminster, B.C.
Powell River Lumber Company — Powell River, B.C.



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QUEEN'S PRINTER AND CONTROLLER OF STATIONERY
OTTAWA, 1962



NES
helps the
PERSONNEL
MANAGER



PERSONNEL
MANAGER



NATIONAL EMPLOYMENT SERVICE

HOW N.E.S. HELPS THE PERSONNEL MANAGER

Each day of the week, the National Employment Service "places" thousands of job-seekers with Canadian employers. (The quotation marks around "places" are intentional — we shall soon see why.) It is obvious that this service will be appreciated both by the worker who has obtained a job, and by the employer who has found a worker.

But what does it mean to Canada's thousands of personnel managers? If you are engaged in personnel work, you may have asked yourself the question, "WHAT CAN N.E.S. DO FOR ME? Can it do anything that I, the personnel specialist serving a private employer, cannot do at least as well, and perhaps better?"

We think that NES can do a great deal for the personnel manager. In the following paragraphs we shall try to show you how.

NES saves the personnel manager time

By pre-screening job applicants and referring only those who are within the specifications laid down in the personnel manager's order, the National Employment Service takes a lot of unnecessary, time-consuming interviewing off the personnel man's hands. Applicants that write in through an ad may often give an inaccurate picture of their ability—a picture that can only be corrected through personal interview. If applications are channelled through NES, the personnel man may have to see only a few applicants to find the ones he wants, rather than attempt to process "all comers".

"Our supermarket opened on time, and was a successful opening . . . A very sincere thank you for the tremendous assist-

once afforded me in securing full-time, part-time, and student help. Without such help my task would have taken up far more time than I could afford to spend, and would, I am sure, have resulted in a less satisfactory solution to my manpower problem."

Personnel Manager*
Supermarket Chain
Vancouver

NES helps to balance the personnel budget

There is no other channel of communication between job and job-seeker as inexpensive to the personnel man as Canada's free public employment service. Advertising costs money; if several areas are to be covered, it costs a good deal of money. The cost of writing letters, sending telegrams, and interviewing should not be disregarded either. NES nationwide clearance (i.e. transmission) of orders between its offices is free of charge. The 200-odd NES offices all across the country constitute a unique network of "listening posts" for workers in all occupations. An order for workers not available locally can be quickly circulated to those districts where such workers are likely to be found.

"The NES office in this city fulfills the function for which it was intended in a most efficient manner and under most trying conditions. The dollar value of the service to employers in this area would be difficult to appraise but would be considerable."

Industrial Relations Mgr.*
Oshawa

"The service you have rendered has been instrumental in almost eliminating our costs formerly incurred through advertising in filling our vacancies."

Industrial Relations Mgr.*
Container Manufacturers
New Brunswick

NES saves paperwork

Complete up-to-date files of job-seekers are kept in each local office. This relieves the personnel manager of the necessity of accumulating files on prospects who drop in from time to time to inquire about jobs with the company. NES has a well-designed system of special forms to list and classify applicants in all occupations.

"I was quite amazed at the breadth of your activities and the thoroughness with which they are carried out . . . Forms . . . impressed me as particularly useful."

Employment Interviewer*
Air Line
Winnipeg

NES saves the personnel manager embarrassment

NES is discreet: unless requested to do otherwise, the office reveals the identity of the employer only to qualified applicants immediately before referring them to the personnel manager — and to nobody else. NES refers only qualified applicants, and identifies the employer only to those referred.

"When a change of secretaries became necessary for us, the courtesy shown me by your supervisor and the officer who

handled our problem was excellent in every respect . . . The tactfulness with which they handled the situation (our former secretary was still with us) should be given the highest praise."

Manager*
Manufacturers' Agents
Winnipeg

NES may act as "travel agent"

Under certain circumstances, the National Employment Service will help set up itineraries, and space for interviews in its own offices, for employer's representatives who wish to recruit workers in various localities. (NES may also advance, on behalf of an employer, transportation to workers travelling to their new jobs.)

"I wish to thank you and the NES offices in New Westminster, Port Arthur, St. Catharines, and Cornwall for the very excellent cooperation received during our trip. Everything was nicely arranged in all cities. Interviews were set up on an excellent schedule."

Production Manager*
Paper Mill
British Columbia

"Thank you for the wonderful reception during my recruiting trip . . . It is always a pleasure to find something well organized."

Personnel Manager*
Soap Manufacturer
Ontario

*Quotes are from letters on file at Ottawa.